

**Michigan Supreme Court  
State Court Administrative Office  
Position Available**

Office Assistant – Judicial Information Systems  
Michigan Hall of Justice

Salary Range: \$27,791 to \$35,016

DUTIES: Serve as the primary receptionist. Type and proof correspondence, reports, spreadsheets, and other documents. Operate audio-visual and technological equipment, materials and instructional aids. Maintain files and informational databases and conduct searches as necessary.

SKILLS: Communication skills, math and other skills that are acquired through high school level courses or through vocational or applied skills courses. One to two years of secretarial or clerical experience in word processing, desktop publishing, presentation, database, and spreadsheet applications.

Send cover letter and resume by **October 6, 2003** to:

**Human Resources  
Michigan Supreme Court  
P.O. Box 30052  
Lansing, MI 48909**

Or e-mail to [benedictm@courts.mi.gov](mailto:benedictm@courts.mi.gov). No faxes please.

AN EQUAL OPPORTUNITY EMPLOYER